

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

**DATE:** October 26, 2021

**TIME:** 4:30 p.m.

**NOTICE:** The Duluth Public Library Board will be holding a special meeting in October by other electronic means pursuant to Minnesota Statutes Section 13D.021 in response to the COVID-19 emergency. Members of the Board will be participating through video conference. Due to the COVID-19 emergency, public comment will not be taken in person. However, members of the public can monitor the meeting and provide public comment on agenda items through WebEx Events. Visit <https://duluthmn.gov/live-meeting> to access the meeting. The public is also encouraged to submit written comment to Library Manager Carla Powers prior to the meeting. Please include "Library Board Agenda" in the subject line, and include your name and address and the agenda item you are speaking to. Please note that all public comment is considered Public Data.

### AGENDA

Call to order

Review and approve agenda

Public comments received in advance of meeting

Approve minutes of September 28, 2021 meeting

#### Staff Presentation

Staff members from adult services and youth services will present on anti-racism work at DPL

#### Reports

Library Manager's Report – Powers

Friends Report – Ramsland (will provide verbal report at meeting)

#### Old Business

Update on services and staffing

Update on library security

#### New Business

#### Ongoing Business

Advocacy

Adjournment

Next regular meeting: November 23, 2021

## **DULUTH PUBLIC LIBRARY BOARD**

**Draft** Minutes September 28, 2021

Sue Henke called the meeting to order at 4:36

**Members Present:** Neil Glazman, Sue Henke, Stephen Welsh, Betty Ramsland, Matt Rosendahl, Alex Strelow, Lizzy Luoma

**Also Present:** Jim Filby Williams, Debbi Rasmussen (public attendee)

**Absent:** David Sperl, Michelle Foshay,

**Review and approve agenda** - Ramsland moved to approve, Glazman second. Motion approved by unanimous show of hands.

There were no public comments received in advance of meeting

Motion by Ramsland, seconded by Strelow, to approve minutes of August 24, 2021 meeting. Approved by unanimous show of hands.

### **Reports**

Library Manager's Report. Powers noted that the outreach event in her report was the first time that staff used the mobile circulation software. Henke asked about the staff workshop on Sept. 29, and Powers reported that it came out of the organizational culture work of the library and is an opportunity to talk about the effects of the last 18 months. Report accepted as submitted.

Foundation update on Learning & Libations. \$29,000 raised. Thank you to Duluth Public Library supporters and Duluth Foundation board members!

Friends of the Library. Ramsland provided a verbal report with input from Powers. Marcia Semerau remains as chair of the Friends. The group has 192 members; between May 2020 and September 2021 the Friends gave \$30,000 to the library. The group received a grant for \$400 from the Minnesota Association of Library Friends for curbside crafts at DPL. The recent outdoor used book sale helped drive traffic to the library on the first Saturday the building was open. The Littlest Holiday Book Sale will be held at Mt. Royal at the beginning of December.

### **Old Business**

Update on services and staffing. New hours started after Labor Day. Library visits are increasing, especially at branches. One day last week Mt. Royal surpassed the Main Library in use. The hiring process for two Librarian 1 positions (one for adult and one for youth) is wrapping up. A hiring panel did interviews recently and made offers to two top candidates who will start November 1. There has been more turnover in library technicians, with three resignations. New hires will be selected from current civil service list. The process for filling three supervisor positions has gotten underway. The application period closes on Monday, Oct. 4. That will leave one final vacancy to fill by the end of the year.

Update on library security. DPL is exploring a potential partnership with the Greater Downtown Council's Clean and Safe team. Powers and Filby Williams met with Kristi

Stokes of the Greater Downtown Council and Scott Jenkins of Clean and Safe to explore how the library might fund a couple of part time positions or a full time position to be stationed at the Main Library. Powers is encouraged by this potential opportunity. The next step is to follow up with Greater Downtown Council with a proposal that includes the library's behavior policy.

Strategic planning - No updates.

### **New Business**

2022 fee schedule. There were a few changes proposed by the library's leadership team. One is a slight increase in the fee for research assistance service to cover the basic costs of staff time and materials. This service is primarily used by people who are out of town, especially looking for genealogy research. The first half hour is free, and the library reserves the right to charge for use of the service beyond that. There also was an increase proposed for a deposit card. This type of card allows someone who is in town temporarily to provide a deposit, check out up to four items, and have the deposit returned once the items come back to the library. The leadership team proposed raising the fee for a deposit card from \$50 to \$65, to better reflect the replacement cost of items if they are not returned to the library. Motion by Ramsland, seconded by Luoma, to approve the fee increases as proposed. Motion approved unanimously by show of hands.

Additional item: library chair check-in meetings. The library board has been meeting online for 18 months. As the chair, Henke suggested setting up a half-hour meeting with each board member to talk one on one. Henke is interested in getting suggestions and feedback to improve board members' experience on the library board. She sees it as an opportunity as board chair to get the "pulse" of the board.

### **Ongoing Business**

Advocacy. The library advocacy team, which includes representatives from the foundation, friends, and library board, plans to meet soon. The group will discuss what the team wants to accomplish. Henke asked about the 2022 budget process and timeline. Filby Williams stated that the budget that the Mayor has presented to the city council is a status quo budget for all departments. There is sufficient funding in 2022 to continue all programs and services at their current levels. The city is looking ahead to a very challenging 2023 budget cycle, and is working now to avoid the necessity of layoffs anywhere in the city.

Henke asked about the mayor's support of the main facility. With \$58 million in federal aid and the federal infrastructure bill that is being debated, it appears that other aspects of public funding are being supported by federal investment. Henke asked if those investments "free up" funding that could be used for the library. Filby Williams stated that CAO Schuchman and Mayor Larson might be better situated to address that question.

### **Adjournment**

Meeting adjourned at 5:30.

## **Manager's Report to Library Board October 2021**

**September Staff Workshop.** The September 29 workshop went well. Staff gathered off-site for a mixture of conversation, self-reflection and team building. We hope to continue engaging Employee Strategies, the consultant we've been working with, to take further steps to improve DPL's workplace culture.

**Mt. Royal Art Installation.** The new mural has been installed at Mt. Royal, and a media event to celebrate it took place on Tuesday, October 19. The event was attended by artist Sarah Agaton Howes, several library staff who participated in the project, three library board members, Mayor Larson, and several members of the public. The project was led by DPL's Diversity Action Group. It was funded by the Arrowhead Library System through the Arts and Cultural Heritage Fund, with matching funds provided by the Duluth Public Arts Commission. The mural depicts the importance of connection and stories. It services as a beautiful and bright focal point located right behind the service desk.

**Teen Advisory Board.** One of our staff members who does a lot of work with teens is setting up a teen advisory board at the main library. Heidi Harrison has received 13 applications so far from interested teens. The goal of the TAB is to create a sense of ownership for teens at the library, get their input on library materials and programs, provide them with an opportunity to build skills and give them a chance to gain volunteer experience. TAB members will attend monthly meetings, training or events; suggest books and other materials for the library to purchase; promote the library to their peers; write or create video book reviews; and assist library staff in the creation of programs. Heidi has worked hard to build up robust teen programs at DPL that attract a loyal group of participants. The TAB is an effort to take this participation to the next level.

**One Book Northland.** The 2022 One Book Northland project is in the planning stages, with committee meetings to decide on a selection. So far the group has narrowed it down to two finalists. Committee members are reviewing the two titles and thinking about program ideas to tie in. Next week they will make a decision, and an announcement will follow soon.

**City Council Budget Presentation.** The library's 2022 budget presentation to the City Council is scheduled for November 8 at 5:45 p.m. I believe that it will be a virtual meeting again this year. Instructions for how to join an online city council meeting can be found here: <https://duluthmn.gov/city-council/city-council-meetings-events/meeting-schedule/>.